

# **Hoosier Scholars Helping Democracy**

**Indiana's College Student Poll Worker Recruitment Program**

## **Hoosier Scholars Helping Democracy Program Informational Packet**

General Information on <i>HSHD</i> .....	1
How <i>HSHD</i> Will Work at Your Institution .....	2
The ‘Need-to-Knows’ for the Campus Recruiter.....	3
How to Recruit Students at Your Institution .....	4
Important <i>HSHD</i> Events .....	5
Responsibilities Flow Chart .....	6
Responsibilities for <i>HSHD</i> Explained .....	7
How to Write the Grant Proposal .....	8
Application for the <i>HSHD</i> Grant.....	9

## **General Information on *Hoosier Scholars Helping Democracy***

*Hoosier Scholars Helping Democracy (HSHD)* was created to meet the on-going demand for poll workers in local, state and federal elections by involving Indiana's college students in the democratic process.

Since the general election of 2004, the American Democracy Project at IUPUI has been recruiting students as poll workers. Starting with the successful recruitment of 125 students in Marion County in 2004, the program steadily grew. In 2006, *Hoosier Scholars Helping Democracy* was officially developed using grant funds from the Indiana Secretary of State, Todd Rokita's office. Recruitment numbers more than doubled between the 2006 primary and the general elections. The program also received a federal grant from the Election Assistance Commission. By receiving these funds, *HSHD*'s successes were acknowledged at the federal level.

The *HSHD* program recruits collegiate-level students to serve in varying poll workers positions: poll inspectors, judges, clerks, and sheriffs. The poll worker positions provide monetary reimbursement, while also involving the participants in the electoral process first hand.

*Hoosiers Scholars Helping Democracy* is a joint project with the Indiana Secretary of State, the Indiana Campus Compact (ICC) and the American Democracy Project (ADP) to address the need of finding poll workers to work the polls on Election Day in the State of Indiana. ADP is an initiative of 219 campuses that seeks to create an intellectual and experience-based understanding of civic engagement. Similarly, the Indiana Campus Compact links forty-five campuses statewide to promote service learning and civic engagement.

## **How *HSHD* Will Work at Your Institution**

Advertising: To promote participation, the program must be advertised throughout the campus via local media and other forms of communication. Initially, advertising would be the responsibility of the student or faculty recruiter. However, as participation increases in the program, the responsibility for advertising could be spread out among a team of volunteers.

Meetings: If working in a team, an initial interest meeting should take place to discuss how the grant proposal will be drafted. In order to receive funding for the program at your institution, the student or faculty recruiter along with other participating students and faculty must write a short proposal as well as complete the *Hoosier Scholars Helping Democracy* application provided in this packet. Additionally, you will conduct an informational student recruitment meeting to provide basic information on the program and work through requirements of participation.

Partnerships: In order to maximize the involvement of campus organizations, this program calls for partnerships to be formed among different clubs and groups. These types of collaborations ensure the *HSHD* program at your institution will be represented diversely and available to more networks within your school's community. Partnerships with your local political party officials, county clerks' office and other community organizations could also be formed in order to improve the success of *HSHD* at your institution.

Reporting: Before working the polls, students are asked to fill out the pre-election day survey. Also, the student recruiter must provide documentation for each participant. This will assist the program directors in the administration of the program, including assessing the number of poll workers placed on Election Day. The survey also aids with the placement of these individuals in polling locations. The final report with suggestions and summaries of Election Day provide valuable information to help improve *HSHD* for future success.

## **The ‘Need-to Knows’ for Campus Recruiters**

### **The Objective:**

The *Hoosier Scholars Helping Democracy* campus coordinator is in charge of attracting students to work the polls via campus media, work with student organizations and other forms of communication. The recruiter will also organize meetings, maintain contact with the director and oversee the continuation of the program for future elections.

### **Potential Recruiters:**

- Student Government
- Residential Life Staff
- Campus Activists
- Professors in
  - Political Science
  - Sociology
  - Public Policy
  - Any other corresponding fields

### **The Application Process:**

Individuals who are interested in serving as a campus coordinator should contact the *HSHD* Director, Tim Koponen, at (317) 319-4000 or [tkoponen@iupui.edu](mailto:tkoponen@iupui.edu). The school recruiter, in addition to any student or faculty assistance, would then draft a proposal in order to obtain funding for the program.

### **Grant Information:**

The recruiter and possible team are applying for a \$350 grant issued each semester for advertising the program and recruiting students to participate. The present proposal period begins July 2007 and extends to December 2008. The campus recruiter distributes the funds as he or she sees fit in order to maximize the effectiveness of obtaining the goal: attracting as many student poll workers as possible.

The proposal should provide a detailed explanation of the school recruiter’s plan on how to advertise and execute the program. In addition to the form found in this packet, the proposal should be no longer than two pages. However, the page limit does not include any letters of support or recommendation that the recruiter deems appropriate.

For any further questions or to submit the proposal, please contact:

Timothy M. Koponen, Ph D  
Hoosier Scholars Helping Democracy, Program Director  
Indiana University, School of Public and Environmental Affairs  
801 West Michigan Street, BS 3027 Indianapolis, IN 46202  
(317) 319-4000  
[tkoponen@iupui.edu](mailto:tkoponen@iupui.edu)

## **How to Recruit Students at Your Institution**

### The Initial Interest Meeting

The goal for the initial stage of recruitment is to meet with several other engaged personnel, including students and faculty, who can help to advertise the program and help develop the campus wide implementation plan for the grant application. As the recruiter, you would contact the school's media and events calendar to publicize this interest meeting.

### The Recruitment of Students

- In the classroom:
  - Participating campuses have professors that use this as an opportunity to give class credit for participation. Check the schedule of classes for your campus to see which classes may be applicable and the faculty that may be able to assist. Also, contact the political science department to see if anyone is interested in participating.
- During student orientation or activities fairs
  - Include information and brochures about being a poll worker with campus orientation welcome materials.
  - Set up a desk at the activity fair in order to attract students who are looking for organizations and clubs in order to get involved.
  - Coordinate your efforts to attract poll workers to *HSHD* with voter registration drives or activities with campus political organizations.
- Campus organizations
  - Utilize campus life staff or other related staff in order to spread the word to students who are already active in their communities.
  - Political or academic organizations may be able to identify those interested in working on Election Day.
  - Student government and other organization can assist in program promotion through their established meetings.
  - Student councils can pass information to all student organizations.

### The Student Recruitment Meeting

The goal of the student recruitment meeting is to gather all the interested students to provide general information and answer any questions. In addition to explaining the *HSHD* program, the school recruiter would explain the qualifications for serving as a poll worker and the different poll worker responsibilities on Election Day.

At the end of the meeting, the recruiter would either take contact information from students interested in signing up or direct them to the online sign up at [http://www.in.gov/sos/elections/hava/hoosier\\_scholars.html](http://www.in.gov/sos/elections/hava/hoosier_scholars.html). Recruiters will also direct students to the online pre-election survey about civic and political engagement, also found online at [http://www.in.gov/sos/elections/hava/hoosier\\_scholars.html](http://www.in.gov/sos/elections/hava/hoosier_scholars.html), to gain some general information about their background. Students' names will then be added to their county's list of eligible poll workers, and *HSHD* will work to get the students placed as workers on Election Day.

### **Important Dates of *Hoosier Scholars Helping Democracy***

**August 15- September 5, 2007:** Information distributed at new student orientation / registration events / activities fairs.

**September 4, 2007:** Begin recruitment meetings on campuses providing general information and start sign-up process. Initiate interviews and other media.

**October 2, 2007:** Poll worker names due to *HSHD* to be given to political parties.

**October 9, 2007:** (29 days prior to Election Day) the Voter Registration deadline for all interested students in serving as poll workers. Remember, you must be a registered voter in the county you wish to serve as a poll worker.

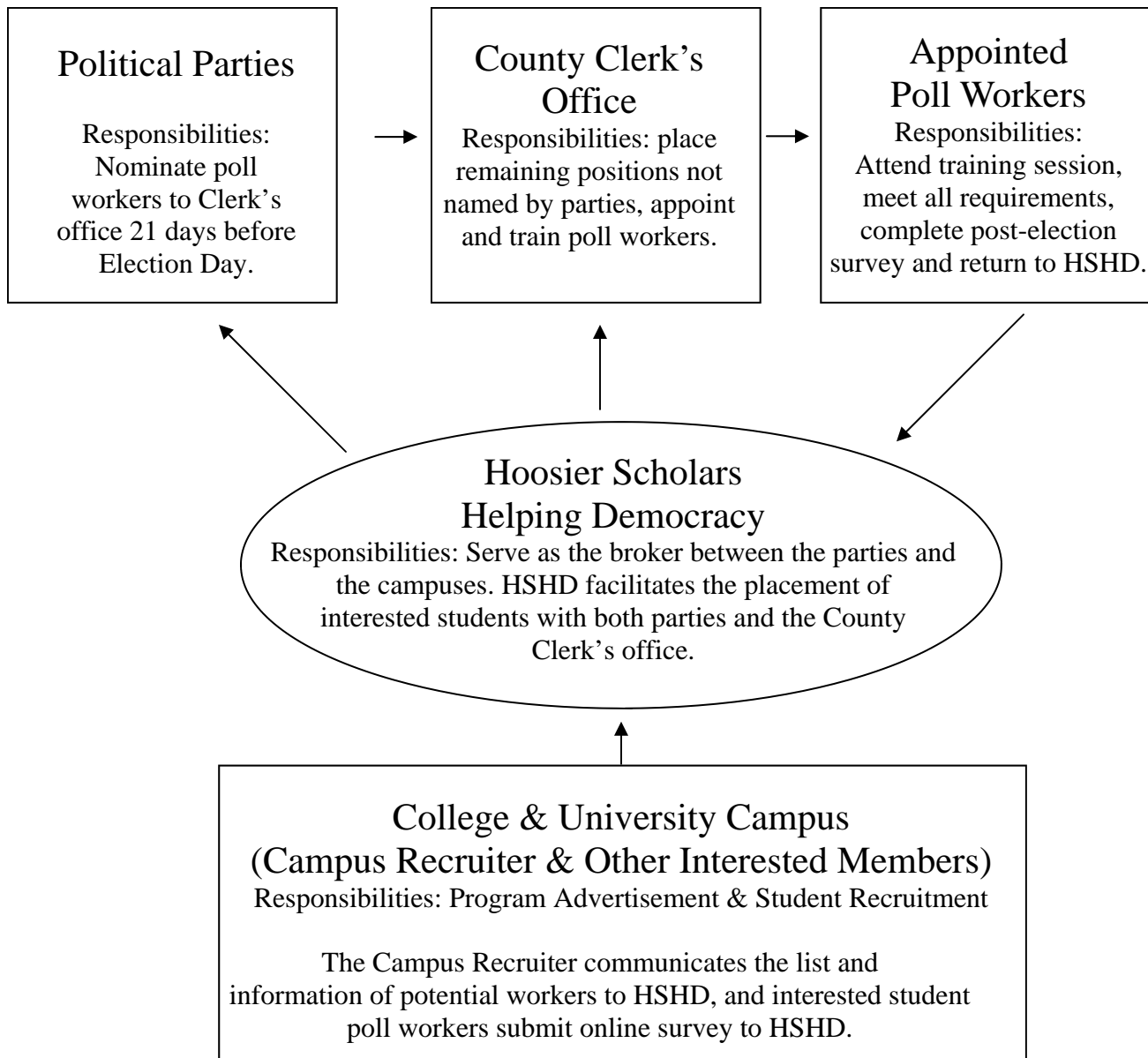
**October 16, 2007 (21 days prior to Election Day):** Political parties, already contacted by *HSHD*, will give the names of poll worker to County Clerk's Office.

**November 6, 2007:** Election Day.

**mid November 2007:** Complete post-election survey results, and elect the new campus recruiter.

# Hoosier Scholars Helping Democracy

## Responsibilities Flow Chart





## **Responsibilities for *HSHD* Explained**

In the responsibilities flow chart, the duties of all those involved with *HSHD* are distributed into five groups: campus, *HSHD*, political parties, county clerks and appointed college poll workers

### **Colleges & Universities**

Campus responsibilities consist of duties spread amongst those involved with the program on the specific college campus where the program is being implemented, including recruitment, sustainability and general voter education efforts.

Recruitment should come in the form of advertising in school media outlets such as newspaper, radio and school television stations. Along with media, recruitment at activities fairs and orientations provide powerful communication with students. The campus recruiter will also hold an on-campus informational meeting to explain the program to interested students. In this meeting, the recruiter should provide information on how the program works, how to sign-up and the benefits gained from becoming involved with *HSHD*. Lastly, the campus recruiter is responsible for training future recruiters in order to secure the continuance of the program.

School administrations should work to ensure the success of the program on an administration level, including ensuring excused absence for the college poll workers on Election Day, and enabling campus wide communication efforts such as orientation, student activities fairs and campus media.

### **Hoosier Scholars Helping Democracy**

The *HSHD* staff serves as the broker between the political parties, the county election administrator's office and the campus. They receive the on-line registration and facilitate the placement of poll workers with both political parties and county clerks' offices. They also receive the post-election survey and the placement results from Election Day. The *HSHD* staff acts as a facilitator to answer campus or political parties/clerks' questions about the program.

### **Political Parties**

The political parties nominate poll workers to the County Clerk's office or County Election Board.

### **County Clerk's office**

The County Clerk's Office and County Election Board are responsible for appointing and training poll workers. If there are positions that remain unfilled from the political parties' nominations, the county clerk's office is then responsible for filling them.

### **Appointed College Poll Workers**

Before Election Day, the appointed college poll workers must meet the same demands as other poll workers, including attending a mandatory training session. After Election Day, the student poll workers complete a survey to recap their experience as an *HSHD* participant.

## How To Write the Grant Proposal

The Proposal must include *all* of the following:

- ☐ **Application and Contact Information:** complete all of the information on the application form provided.
- ☐ **Initial Interest Meeting:** Provide a date, time and meeting place describing where you and your team will meet to discuss advertising strategies and other logistics. Also include an estimated number of students who may be in attendance.
- ☐ **Recruitment Plan:** Describe a plan for recruiting (on campus media advertising, school newspapers, information tables in dining halls, etc.)
- ☐ **Recruitment Meeting:** Provide a date, time and meeting place describing where you and your team will meet to provide general information on the program to interested students.
- ☐ **Agreement to Report:** On the grant application page, you are asked to agree to report the progress of the *HSHD* program at your institution along with an e-mailed directory of the interested student poll workers.
- ☐ **After Project Summary:** After Election Day, the campus coordinator must submit a post Election Day summary to the *HSHD* Director, Dr. Timothy Koponen, PhD. This follow-up will identify key issues and provide information to summarize the execution of the program. More importantly, it will provide the program's director with valuable insight to improve *HSHD* in the future. The summary must include:
  - ☐ Participant contact information (names, e-mail address, phone numbers, etc.)
  - ☐ Participant feedback survey information (survey provided by *HSHD*)

## 2007 Hoosier Scholars Helping Democracy Grant Application

### Contact Information

School Recruiter Contact: \_\_\_\_\_  
(please print your name and position)

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street Address, City, and Zip Code)

Campus Address: \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ (other) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Institution Planned Details

Tentative date, time and location of initial interest meeting: \_\_\_\_\_

\_\_\_\_\_

Tentative date, time and location of student recruitment meeting: \_\_\_\_\_

\_\_\_\_\_

Anticipated number of college students participating in program: \_\_\_\_\_

### Grant Monetary Amount

(Please check the semesters you plan to participate in the program. For each box check, add \$350 to the total requested funds)

Fall '07

Spring '08

Fall '08

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

I, \_\_\_\_\_, agree to report in a timely manner the progress of my school's *HSHD* program, to maintain correspondence with *HSHD* coordinators and to provide information about the interested student poll workers by e-mail with the *HSHD* Director, Dr. Timothy Koponen, PhD. After Election Day, I agree to complete a project summary with participant contact and feedback survey information in order to ensure the continuation of the program at my institution.

### School Recruiter's Signature:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_